



BGSU Custom Stationery Site User Guide

Office Depot's Custom Stationery Online ordering site allows you to order personalized stationery items for your business. Follow these easy steps to begin using your Custom Stationery Online program.

Step 1: Logging in to Office Depot

- Open a web browser and enter bsd.officedepot.com.
- Enter your login name and password.
- Click Login.



Step 2: Selecting Custom Printing

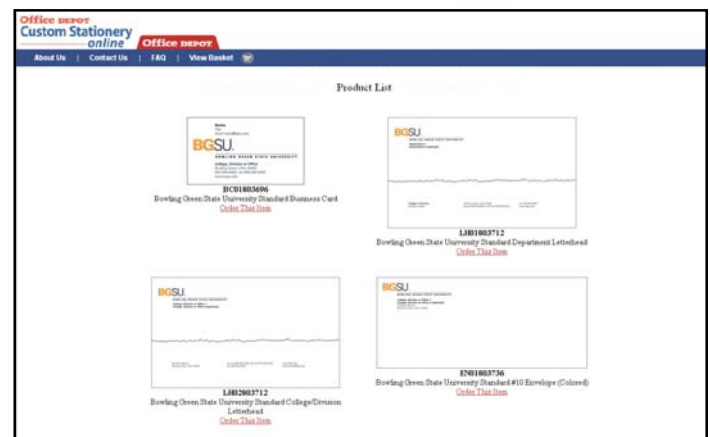
From the BSD main menu, click Custom Printing. The Custom Printing screen appears.



- Click Custom Stationery Online (CSO).



- Your BGSU Product Catalog appears.



Step 3: Customizing Your Personal Product

- From the Product List, click **Order This Item** next to the item you want to order. The Imprint Information screen appears.
- Select your desired quantity.
- Enter the available information. Imprint information will be printed exactly as you type it.
- Click **Next**. Your online proof appears.

Item Information

Item Number: BC01803696
Description: Bowling Green State University Standard Business Card
Quantity:

Quantities are for Boxes of 500 Pieces.

Imprint Information

Information will be printed exactly as you type it.

Name:

Title:

Email: @bgsu.edu

College, Division or Office:

Building City, State Zip: Bowling Green, Ohio 43403

Phone 1:

Phone 2: fax

Web Address: www.bgsu.edu

Next →

Step 4: Reviewing Online Proof

- Review the imprint information on your product preview. Print this page to keep a hard copy of your order for your records.
- Click **Edit** to go back to the Imprint Information screen to edit your information (if necessary).
- Click **Next**. Your Shopping Cart appears.

Preview Product Image

Item Number: BC01803696
Item Description: Bowling Green State University Standard Business Card

Please print this screen. This is your hard copy.

Samuel Jackson
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BOWLING GREEN STATE UNIVERSITY

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← **Edit**

Next →

Step 5: Completing Your Order

- Review your shopping cart.
- Click Continue Shopping to order additional products or click Checkout to complete the order.

Item number	Our Price	Units	Qty	Back-Ordered	Total Price	Comments	Remove	Save for Later
803712	\$36.18	box	2 edit	0	\$72.36		<input type="checkbox"/>	
<div style="font-size: small; color: blue;"> Bowling Green Letterhead, Imprint, Box Of 500 S SPECIAL ORDER RETURN POLICY Not on GSA Contract </div>								
Subtotal: \$72.36								
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> Continue Shopping Add to List Empty Cart Update Shopping Cart </div>								